Missouri Department of Elementary and Secondary Education
American Recovery and Reinvestment Act (ARRA) – Reporting

ARRA WEB REPORTING FORM INSTRUCTIONS

This web report form is part of the DESE web application system located at the following website: https://k12apps.dese.mo.gov/webLogin/login.aspx

Under the Cross ─ Divisional Systems, choose the link "ARRA". Staff with access to the ASBR, ePeGS, Special Education or School Food Services systems may access this web page.

Under ARRA – Reporting Home – Choose "District Form"

Prior Reporting Period Table – Click arrow to expand or hide the table. This "view only" table shows data submitted by the LEA for each grant for the prior quarter.

Current Reporting Period Table – Click arrow to expand or hide the table. This is a "view only" table. DESE has copied the data from the prior quarter. The LEA may change the data for the current quarter by selecting a grant from the Grant dropdown menu and completing the applicable information below this table.

FIELD DEFINITIONS FOR TABLES

Grant – Name of grant for which the LEA is receiving ARRA funds.

LEA Number of Jobs Created/Retained –

Instructions for Quarter 4, 2009 and subsequent quarters

On December 18, 2009, the federal Office of Management and Budget (OMB) issued revised guidance for calculating jobs created/retained. This guidance specifies that only jobs paid with ARRA funds are to be counted as created/retained.

For the purposes of this reporting, a job created is a new position created and filled or an existing unfilled position that is filled as a result of ARRA funding. A job retained is an existing position that is now funded by ARRA funding. Estimate the number of jobs (full-time equivalent/FTE) that were funded in the quarter by ARRA. When an employee is hired for a definite term (such as a teacher) with a plan to pay a portion of the wages/salaries over that term with ARRA funds and a portion with other funds, calculate the jobs FTE based on the portion of the definite term salary funded by ARRA. Continue to report that portion each quarter of that definite term. Only compensated employment in the United States or outlying areas should be counted.

The federal guidance on estimating jobs is available at:
http://www.whitehouse.gov/sites/default/files/omb/assets/memoranda_2010/m10-08.pdf.
Pages 20-21 offer education examples for **employees hired for a definite term**.

Also, see the "Job Reporting Scenarios" link on this U.S. Department of Education website: http://www2.ed.gov/policy/gen/leg/recovery/section-1512.html

Instructions for Quarter 3, 2009 (July 1, 2009 through September 30, 2009)

Reported by grant and expressed as estimated FTE of number of jobs created or retained with ARRA funds. For the purposes of this reporting, a job created is a new position created and filled or an existing unfilled position that is filled as a result of ARRA funding. A job retained is an existing position that would not have been continued to be filled were it not for ARRA funding. A job may be counted regardless of whether the employee filling the position is paid for with ARRA funds, as long as the job would not have been created or retained in the absence of the ARRA funding (i.e., ARRA funds are either being used to pay the employee or the availability of ARRA funds for other purposes is freeing up funds that are being used to pay the employee). Only compensated employment in the United States or outlying areas should be counted.

LEA Job Description – Brief description/title of jobs that were created/retained.

Vendor Number of Jobs Created/Retained – Estimated by grant and expressed as estimated FTE of number of jobs created or retained by the vendor as a result of receiving ARRA funds.

The Monies Disbursed To Date – This "view only" field is populated by DESE at the end of the quarter. It will reflect the prior quarter payments until that time.

LEA assures data review – The default NO will change to YES after the LEA checks the assurance box at the bottom of the page and clicks the SAVE button.

INSTRUCTIONS TO UPDATE INFORMATION TO BE REPORTED IN CURRENT REPORTING PERIOD

Grant – The dropdown menu of ARRA grants for which the district is eligible is located at the top left of this screen. Once the LEA has chosen a grant, additional fields will be displayed and the LEA may enter the appropriate information to update data for the current reporting period

District used ARRA money for salaries – Select either the yes or no box to display the additional reporting fields on the screen.

SAVE – Click button to save updates and assurances made by LEA.

Total Allocation – This "display only" field shows the current ARRA allocation for the grant.

Funds Remaining – This "display only" field shows the difference between the Total Allocation and the Monies Disbursed To Date.

Number of Jobs – The number of jobs entered in the prior quarter will be rolled over to the new quarter. Entry is needed only if there is a change from the prior quarter for the selected grant.

Description of Jobs – The description of jobs entered in the prior quarter will be rolled over to the new quarter. Entry is needed if there is a change from the prior quarter for the selected grant. Enter brief description of jobs by stating titles or broader labor categories. Do not specify the number of FTE by title.

For Payments to Vendors: (List each vendor only one time.) Enter payments for the specified quarter and any unreported vendor payments from the prior quarter.

Vendor Tax ID Number (required) – Enter the 9-digit tax identification number for the vendor. This field is required for each vendor.

Vendor Name – Enter the vendor's name.

Vendor Headquarter ZIP Code + 4 – Either the Headquarter ZIP Code + 4 or the DUNS number is required for each vendor.

Vendor DUNS Number – Either the DUNS number or the Headquarter Zip Code + 4 is required for each vendor.

Number of payments greater than or equal to $25,000 - By vendor, report the total number of payments where each individual payment exceeds $24,999.

Number of payments less than $25,000 - By vendor, report the number of payments where each individual payment is less than $25,000.

Total amount of payments greater than or equal to $25,000 - By vendor, report the total amount of payments where each individual payment exceeds $24,999.

Total amount of payments less than $25,000 - By vendor, report the total amount of payments where each individual payment is less than $25,000. The total of this field may exceed $25,000.

Number of Jobs Created/Retained by Vendor due to ARRA payments – By vendor, report the estimated number of jobs created/retained by the vendor due to ARRA payments to the vendor.

Description of Jobs Created/Retained by Vendor due to ARRA payments – By vendor, provide a brief description using titles or broader labor categories for the positions reported under the column "Number of Jobs Created/Retained by Vendor due to ARRA payments".

Product & Service Description – By vendor, provide a brief description of the product or service provided by the vendor.

Del – This "X" allows the LEA to delete this vendor information.

Add More Lines – Click this button to add more lines if the LEA has additional vendors to add to this report.

Infrastructure Expenditures:
(This section will only display if the grant is eligible to have Infrastructure Expenditures.)

Infrastructure Definition – For the purposes of this federal Section 1512 reporting, the U. S. Department of Education has defined an infrastructure investment as follows:

> An infrastructure investment is financial support for a physical asset or structure needed for the operation of a larger enterprise. Therefore, infrastructure investments include support for tangible assets or structures such as roads, public buildings (including schools), mass transit systems, water and sewage systems, communication and utility systems and other assets or structures that provide a reliable flow of products and services essential to the defense and economic security of the United States, the smooth functioning of government at all levels, and society as a whole.

Expenditure Amount – Enter the total amount of grant spent for infrastructure during the reporting quarter. The expenditures by vendor should have been reported under the payment by vendor section. This entry item is used to report the total amount spent for infrastructure.

Purpose and Rationale: Describe the purpose of expenditure and how the investment contributes to one or more ARRA purposes.

LEA assures data have been reviewed and are correct. – Check the box after updates have been entered or the data have been reviewed and no changes are needed from the prior quarter.

SAVE – Click button to save updates and assurances made by LEA.

Email: webreplyARRA360@dese.mo.gov – Submit questions about data fields to this email address.

Current User – User name of person accessing the screen.

Last Modified User – User name of last person to save data on this screen.

Last Modified Date – Last date data were saved on this screen.